



Loudoun County, Virginia

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Department of Management and Financial Services  
Division of Procurement  
MSC #41C  
1 Harrison Street, SE, 4<sup>th</sup> Floor  
Leesburg, Virginia 20175  
[www.loudoun.gov/procurement](http://www.loudoun.gov/procurement)

July 14, 2010

NOTICE TO BIDDERS

ADDENDUM NO. 1

QQ-01586

The following changes and/or additions shall be made to the original Invitation for Bid No. QQ-01586, JANITORIAL SERVICES FOR 906-908 TRAILVIEW FACILITIES. Please acknowledge receipt of this addendum by signing and returning with your bid.

1. Replace the existing pricing page with the attached REVISED pricing page.
2. Answers to questions received by the County at the pre-bid conference are on the following page.

Prepared By: Philip Butterfass, CPPB /s/  
Contracting Officer

Date: July 14, 2010

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_

## QUESTIONS AND ANSWERS

- Q. Is there a lot of spot cleaning required at these facilities?  
A. Yes, due to the nature of the clientele at these facilities, a lot of spot cleaning is required.
- Q. Who provides the mats?  
A. The County provides the mats.
- Q. Can you provide what is the present pricing for this contract?  
A. Please email Philip Butterfass to receive the pricing. This pricing is for different requirements than that of the solicitation.
- Q. Can the County provide a floor plan or a breakdown of the VCT, Carpet, and Tile ratios?  
A. The County does not have any of this information since it is leasing the building.
- Q. What is the approximate split of square footage that gets cleaned on Monday, Wednesday and Thursday versus Tuesday, Friday?  
A. The sections of this facility that would require the Monday, Wednesday and Thursday cleaning services were listed in section 5.6 of the solicitation. Each bidder was afforded the opportunity to perform their own calculations as part of the pre-bid conference site visit.
- Q. Are the conference rooms in the office areas considered Common space in this solicitation?  
A. Yes, all conference rooms are considered common areas and must be cleaned every day.
- Q. How often are windows to be cleaned?  
A. Please refer to section 5.5B of the solicitation.
- Q. What is the reason for this solicitation?  
A. The contract and its renewal periods are expired.
- Q. Can you please explain recycling at these facilities?  
A. The contractor will have to remove the bottle and can recycling from their blue containers on a nightly basis and move to the designated location. The contractor does not have to put any efforts with the paper recycling.



Loudoun County, Virginia

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**8.0 JANITORIAL SERVICES FOR 906 and 908 TRAILVIEW BLVD.,  
LEESBURG VIRGINIA (REVISED)**

THE FIRM OF: \_\_\_\_\_

Address: \_\_\_\_\_

FEIN \_\_\_\_\_

NOTICE TO BIDDERS: The following required services shall be provided according to the contract terms and conditions contained herein.

Janitorial Services for 906 and 908 Trailview Blvd.

10 months @ \$ \_\_\_\_\_ /mo \$ \_\_\_\_\_ /yr

Janitorial Services for 906 and 908 Trailview Blvd including additional 4,000 square feet.

2 months @ \$ \_\_\_\_\_ /mo \$ \_\_\_\_\_ /yr

Contractor shall also provide a fixed hourly rate for day time house keeper in the event the County wishes to increase daily cleaning hours:

30 hours @ \$ \_\_\_\_\_ /hour Hourly Cost Total \$ \_\_\_\_\_

**TOTAL COST \$ \_\_\_\_\_ yr**

*The following shall be returned with your bid. Failure to do so may be ample cause for rejection of bid as non-responsive. It is the responsibility of the bidder to ensure that he has received all addendums.*

<u>Item:</u>	<u>Confirmed (X):</u>
1. Reference Disclosure (Attachment #6)	_____
2. Addendums, if any.	_____
3. Payment Terms	_____net 30 _____Other
4. Supply List (Attachment #1)	_____

5. Equipment List (Attachment #2) \_\_\_\_\_
6. Bidders Questionnaire (Attachment #5) \_\_\_\_\_
7. Pricing Breakdown (Section 5.1) \_\_\_\_\_
8. Training Methods (Section 5.14) \_\_\_\_\_
9. Financials (Section 4.1) \_\_\_\_\_
10. Certificate of Insurance (Section 7.28) \_\_\_\_\_
11. State Corporation Commission (Section 7.24) \_\_\_\_\_

Person to contact regarding this bid: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail \_\_\_\_\_

Name of person authorized to bind the Firm (7.7): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing and submitting a bid, your firm acknowledges and agrees that it has read and understands the IFB documents and agrees to the Contract Terms and Conditions as contained herein.*